Division of Health Care Finance and Policy

An INET Web Application User Guide to:

Downloading Non-encrypted "Special Quality" Reports

A. Introduction
B. Step-by-Step Process
C. Frequently Asked Questions (FAQ)

Revision History

Date	Version	Description	Author
11/25/2008	1.0	Initial Version	C. Kane
11/28/2008	2.0	Second Version	S. Fortier
12/29/2008	3.0	Third Version	S. Fortier
2/24/2009	4.0	Fourth Version	S. Fortier and C. Kane

INET Overview

The User Guide—developed by the Division of Health Care Finance and Policy (Division)—is for providers using the download files options on INET, the Division's secured data collection and reporting Web tool.

A. Introduction.

Most data file collection, transfer and reporting are done by means of the Division's INET Web site at https://dhcfpinet.hcf.state.ma.us/.

Your menu options when you login are determined both by the applications which you are registered for, and the organizations which you are affiliated with.

B. Step-by-Step Process.

The following describes all the necessary steps to complete and successfully retrieve any non-encrypted file or report electronically:

1.   Register for INET.

      You will need to register all users for specific contact reasons – i.e., to download (get) specific reports or upload (send) specific data. Registration forms are available on the Division's main Web site.

      To register for INET, please visit the Division's Web site at www.mass.gov/dhcfp. On the home page, scroll down and on the right under the heading Online Services, click on INET. Under the heading INET Reporting Tool, click on INET Questions and Answers. Next, click on How to Register. There you will find the User Agreement for Hospitals in both PDF and Word file format. Download only the Hospital User Agreement. On page 3 of the Agreement, you will only select the submission item: Special Quality Reports. Please complete the Agreement in its entirety and submit it by fax with a cover sheet to the attention of Shelley Fortier at facsimile number (617) 727-7662. Prior to faxing the Agreement, please contact Shelley Fortier to let her know she will be expecting it.

      If you need assistance on how to complete the Agreement, please contact Shelley Fortier at (617) 988-3121 or by email at shelley.fortier@state.ma.us.

      Once processed by the Division, the registered user will receive by e-mail a login user ID and a default password. You will create your own password on your first login.

2.   Login to INET at https://dhcfpinet.hcf.state.ma.us/ by using the login user
      ID provided to you in Step 1.

      Note: menu options vary according to your registered applications.

      If you are registered with more than one organization (e.g., a hospital and
      a campus site), please make sure you select the appropriate organization
      from the drop down menu of affiliated entities. Hospital level reports are
      generally published out to the hospital, not to the campus site.

3.   Once you have logged on to INET, please select the following option on
      the DHCFP-INET Main Menu page:

      • Upload Files to DHCFP/Download Files from DHCFP

Welcome Christopher Kane. Select an option from the list below.

      • **Upload Files To DHCFP/Download Files From DHCFP**
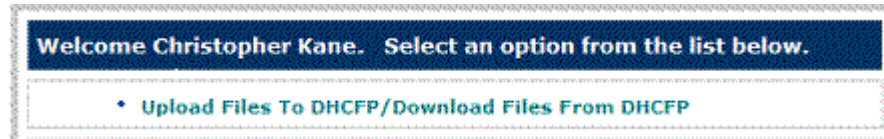
4.   Then select the option from the File Transfer Options menu:
      • Download Files from DHCFP

File Transfer Menu

Facility: Anna Jaques Hospital	City: Newburyport
Facility ID: 1	DPH #: 2006

File Transfer Options

      • **Upload Files to DHCFP**

      • **Download Files from DHCFP**

      • **View Previous Submissions**

      • **Get Medical Hardship Forms/Instructions**

      • **Return to Main Menu**

5. Click on the link on the grid under *Report Name* that corresponds to the report you wish to download:

Current DHCFP Reports

Facility: Anna Jaques Hospital	City: Newburyport
Facility ID: 1	DPH #: 2006

You may have reports pending that you have not yet downloaded and reviewed. You will not receive mailed or other notice regarding these reports; you must download them from this page. If the "Download Date" and "Transfer Successful" columns for a particular report are blank, this indicates that the report has not yet been downloaded. If the "Transfer Successful" column is marked "No", this indicates that there have been one or more previous attempts to download the report, but none have been successful.

To download a report, click on the report name. Reviewed reports will be deleted from the system after 30 days.
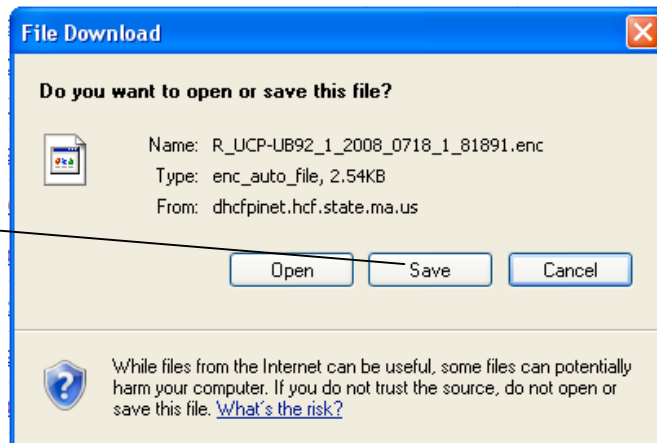
Click on any report name…

Filter on [Report Name ▼] which [contains ▼] [   ] [Go] [Reset]

Display Rows: [20 ▼]

Report Name	Filing Type	Description	Download Date	Transfer Successful
R_UCP-UB92_1_2008_0718_1_81891.enc	UCP-UB92		7/21/2008 4:17:52 PM	Yes
R_HDD_1_2008_2_3_81725.enc	HDD			No
R_HSNO_1_78_19_HSNHospitalDenial_071608.enc	HSN Hospital Claim Denial			No
R_UCP-UB92_1_2008_0708_1_81442.enc	UCP-UB92		7/18/2008 2:44:28 PM	Yes
R_HSNO_1_62_45991_1767_Test837IEditReport.enc	TEST HSN 837I		7/11/2008 11:55:22 AM	Yes

After clicking on a file name:

Click Save on the File Download dialog box…

File Download

Do you want to open or save this file?

Name: R_UCP-UB92_1_2008_0718_1_81891.enc
Type: enc_auto_file, 2.54KB
From: dhcfpinet.hcf.state.ma.us

[Open] [Save] [Cancel]

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

6.   Once successfully downloaded to your local computer environment, open the file with the appropriate software. The "Special Quality" reports do not require decryption, which means you will **not** need the **SENDS** encryption software to decrypt your file.

Appropriate software may include:
PDF – reports with an ".pdf" filename extension
Excel – reports with an ".xls" filename extension
Word – reports with a ".doc" filename extension
Notepad – reports with any other filename extension

C. Frequently Asked Questions (FAQ).

Q1.   How do I sign up for access to the Division's INET?

A1.   To register for INET, please visit the Division's Web site at www.mass.gov/dhcfp. On the home page, scroll down and on the right under the heading Online Services, click on INET. Under the heading INET Reporting Tool, click on INET Questions and Answers. Next, click on How to Register. There you will find the User Agreement for Hospitals in both PDF and Word file format. Download only the Hospital User Agreement. On page 3 of the Agreement, you will only select the submission item: Special Quality Reports. Please complete the Agreement in its entirety and submit it by fax with a cover sheet to the attention of Shelley Fortier at facsimile number (617) 727-7662. Prior to faxing the Agreement, please contact Shelley Fortier to let her know she will be expecting it.

If you need assistance on how to complete the Agreement, please contact Shelley Fortier at (617) 988-3121 or by e-mail at shelley.fortier@state.ma.us.

Q2.   What if I misplaced my user ID or forget my password?

A2.   Please contact the Division's Help Desk at (800) 609-7232 or by e-mail at dhcfphelpdesk@state.ma.us.

Q3.   If I am not able to download the reports on INET, who do I contact for assistance?

A3.   Please contact the Division's Help Desk at (800) 609-7232 or by e-mail at dhcfphelpdesk@state.ma.us.

See next page for more Frequently Asked Questions (FAQ).....

Q4.	Is INET available outside the normal business hours?
A4.	Yes. There are scheduled windows of routine maintenance time between 5:00 a.m. and 8:00 a.m. daily that may affect availability. Unless there are unanticipated outages, the site is available 24 hours a day, seven (7) days a week.

Q5.	If I have questions concerning the content of the reports, who do I direct them to?
A5.	Questions that are specific to the content of the reports are directed to Ms. July Parlato at (617) 988-3146 or by e-mail at judy.parlato@state.ma.us.

Q6.	If I have questions about the Potentially Preventable Readmission (PPR) Project, who do I contact?
A6.	Please contact Ms. Leslie Kirle, consultant to the PPR Project at (978) 809-9783 or by e-mail at lkirle@comcast.net.